

AUTHORIZATION FORM



Originator:

Name Joel Burzynski Department Finance Ext. 7153 Date 10-17-24

Description of Request: SS2025-003 International OEM parts and related services

Department Leave Form Check Request Form Acquisition Approval

Budget Transfer Grant Item Memorandum Service Authorization Approval

Other (Please Specify) The City must utilize International PEM parts and related services in order to preserve

the warranties on International vehicles. Rechten is Delray Beach authorized dealer as designated by

International Motors, LLC. Staff is requesting to issue a PO of \$20,000 based off approved Sole Source to repair Fire Apparatus

The City will move into a standard Agreement with the vendor upon approved Sole Source

Chief Procurement Officer: *Cyrene Pittcher*

Department Head Signature: _____

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

N/A

N/A

N/A

N/A

N/A

N/A

- RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS
- APPROVED FOR Chief Procurement Officer

TRACKING:

Returned to N/A Department for additional information on: N/A

Forwarded to N/A Department for action on: N/A



MEMORANDUM SOLE SOURCE APPROVAL

TO: Laura Thezine, Interim Chief Financial Officer
Eugene Bitteker, Chief Procurement Officer

FROM: Andrew Rayfield, Fleet Maintenance Manager *AR*

THROUGH: Missie Barletto, Public Works Director *Missie Barletto*
Cynthia Buisson, Assistant Public Works Director *CyB*
Missie Barletto (Oct 15, 2024 13:42 EDT)

SUBJECT: Sole Source Approval Request

DATE: October 15, 2024

Background:

The Fleet Division (Fleet) of the Public Works Department has a responsibility to maintain the City of Delray Beach’s (City) fleet of International branded vehicles. International vehicles are manufactured by International Motors, LLC (International). International qualifies and designates specific dealers for different regions throughout the United States for factory-authorized service, parts, and the purchase of their vehicles. The designated International dealer for the City’s region is Rechten International Trucks (Rechten). Fleet requests approval to designate Rechten as the sole source provider for International Original Equipment Manufacturer (OEM) parts and related services.

Justification:

The City must utilize International OEM parts and related services to preserve the warranties on such vehicles. The City previously executed a Sole Source agreement (SS2019-009) in 2019, valid through 2024, with Rechten. The agreement required Rechten remain a sole source factory-authorized dealer for International OEM parts and related services throughout the term of the agreement.

Market Research:

International provided a letter stating that Rechten is the City’s only authorized dealer.

Quote or Proposal is attached Yes No

Comments: _____

Approved This Sole Source approval is valid for 24 months from date of approval. Attach this Sole Source Approval to all Acquisition Approval Memos and/or requisitions for this item.

Need Additional Information **Not Approved**

Comments: _____

Laura Thezine

10/23/2024

N/A

Chief Financial Officer

Date

Information Technology (IT) Director

Date

Eugene Bittaker

10/18/24

Chief Procurement Officer

Date

October 3, 2024

To Whom It May Concern:


This letter is to inform you that International Motors, LLC, formerly known as Navistar, Inc., has a signed Dealer Sales/Maintenance Agreement with Rechten International Trucks, Inc. that authorizes them to sell International trucks, parts and services at the following locations.

| Address | City | State | Zip Code |
|---------------------------------|-----------------|-------|----------|
| 7227 NW 74 th Avenue | Miami | FL | 33166 |
| 3787 Interstate Park Road West | Riviera Beach | FL | 33404 |
| 2565 State Road 84 | Fort Lauderdale | FL | 33312 |
| 1699 North US Highway 1 | Fort Pierce | FL | 34950 |
| 2761 Edison Avenue | Fort Myers | FL | 33916 |

They are the sole source for International parts, service and sales for the City of Delray Beach.

Please contact DealerAdmin@Navistar.com if you have questions or need additional information.

Sincerely,



Paul Grzowski
Manager, Dealer Administration



Dealer Network > Dealer Locator

DEALER NETWORK

Q 33444

USA

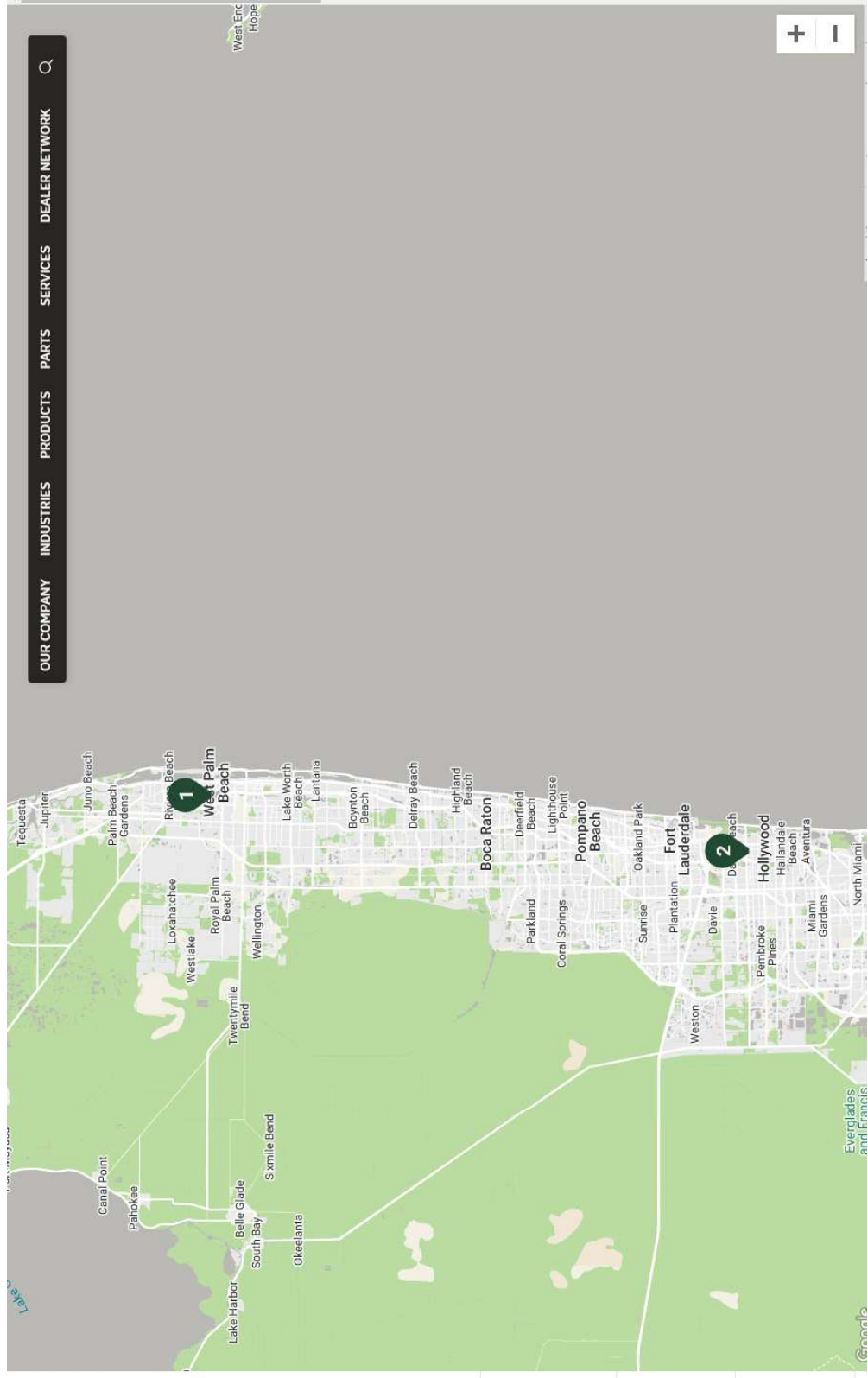
Use My Location

21 results

1 **RECHTIEN INTERNATIONAL TRUCKS** 24.9 MI
 📍 3787 Interstate Park Road , West, Riviera Beach, FL 33404
 ⌚ Closes 5pm
 📞 **Sales/Service** (561) 882-9050

2 **RECHTIEN INTERNATIONAL TRUCKS** 29.0 MI
 📍 2565 State Road 84, Ft. Lauderdale, FL 33312
 ⌚ Closes 5:30pm
 📞 **Sales/Service** (954) 957-8390

3 **RECHTIEN INTERNATIONAL TRUCKS** 54.7 MI
 📍 7227 Northwest 74Th Ave., Miami, FL 33166
 ⌚ Closes 6pm
 📞 **Sales/Service** (305) 888-0111





Cover Memorandum/Staff Report

File #: 19-598

Agenda Date: 6/18/2019

Item #: 6.G.2

TO: Mayor and Commissioners
FROM: Missie Barletto, Assistant Public Works Director
THROUGH: Neal de Jesus, Interim City Manager
DATE: June 18, 2019

APPROVAL OF RESOLUTION NO. 100-19 TO AWARD A SOLE SOURCE AGREEMENT WITH RECHTIEN INTERNATIONAL TRUCKS, INC. FOR INTERNATIONAL OEM PARTS AND RELATED SERVICES - \$75,000

Recommended Action:

Motion to approve Resolution No. 100-19 to award a sole source agreement with Rechten International Trucks, Inc. for International OEM parts and related services in an estimated cost of \$75,000 and authorize the City Manager to approve renewal options, in the same amounts, contingent upon appropriation of funds.

Background:

The City of Delray Beach (City) Fleet Maintenance Division of the Public Works Department has a responsibility to maintain the City’s fleet of International Truck and Engine Corporation/Navistar Inc. (“International”) branded vehicles. International qualifies and designates specific dealers for different regions throughout the United States. The designated International dealer for the State of Florida is Rechten International Trucks, Inc. (Rechten). On March 20, 2019, the City approved Rechten as a sole source for International original equipment manufacturer (OEM) parts and related services.

The agreement term will commence upon approval by City Commission and expire March 19, 2020. The agreement may be renewed for up to four additional years, subject to Rechten remaining a sole source factory-authorized dealer for International OEM parts and related services.

Staff forecasts that approximately \$75,000 will be spent annually on preventive maintenance, repair parts, and related services. Parts delivery and services will be performed by Rechten per negotiated quotes on an as-needed basis. Should the City exercise all renewal options provided in the agreement, the cumulative agreement value is provided below.

| Estimated Contract Value | | |
|--------------------------|---------------------------------|----------|
| Initial Term | May 21, 2019 - March 19, 2020 | \$75,000 |
| Renewal Term 1: | March 20, 2020 - March 19, 2021 | \$75,000 |
| Renewal Term 2: | March 20, 2021 - March 19, 2022 | \$75,000 |
| Renewal Term 3: | March 20, 2022 - March 19, 2023 | \$75,000 |
| Renewal Term 4: | March 20, 2023 - March 19, 2024 | \$75,000 |

| |
|--------------------|
| Total \$375,000 |
| |

Staff is anticipating \$75,000 annually based upon past fiscal year expenditures with Rechten, which are shown below.

Fiscal year 2016 - \$43,808.23
Fiscal year 2017 - \$54,668.01
Fiscal year 2018 - \$65,984.07

This motion is in accordance with City Code of Ordinances Section 36.02, Commission Approval Required and Purchasing Policies; Limited or No Competition Acquisitions.

Attachments:

1. Agreement
2. Resolution
3. Legal Review Checklist
4. Approved Sole Source Memo

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from 501-43-000-549.52-51 - Operating Supplies C.G. - Outside Service and 501-43-000-549.52-52 - Operating Supplies External Parts.












Sole Source Approval - Rechten 10.15.2024

Final Audit Report

2024-10-15

| | |
|-----------------|---|
| Created: | 2024-10-15 |
| By: | Amanda Skeberis (skeberisa@mydelraybeach.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA3jwaYCPY4hwFqMv1yxIPNUtD5y-WPbZ |

"Sole Source Approval - Rechten 10.15.2024" History

-  Document created by Amanda Skeberis (skeberisa@mydelraybeach.com)
2024-10-15 - 4:31:22 PM GMT
-  Document emailed to Andrew Rayfield (rayfield@mydelraybeach.com) for signature
2024-10-15 - 4:31:25 PM GMT
-  Email viewed by Andrew Rayfield (rayfield@mydelraybeach.com)
2024-10-15 - 4:31:53 PM GMT
-  Document e-signed by Andrew Rayfield (rayfield@mydelraybeach.com)
Signature Date: 2024-10-15 - 4:32:13 PM GMT - Time Source: server
-  Document emailed to Cynthia Buisson (FuentesC@mydelraybeach.com) for signature
2024-10-15 - 4:32:14 PM GMT
-  Email viewed by Cynthia Buisson (FuentesC@mydelraybeach.com)
2024-10-15 - 4:46:50 PM GMT
-  Document e-signed by Cynthia Buisson (FuentesC@mydelraybeach.com)
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-  Document emailed to Missie Barletto (barlettom@mydelraybeach.com) for signature
2024-10-15 - 4:47:07 PM GMT
-  Email viewed by Missie Barletto (barlettom@mydelraybeach.com)
2024-10-15 - 5:41:59 PM GMT
-  Document e-signed by Missie Barletto (barlettom@mydelraybeach.com)
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-  Agreement completed.
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SS2025-003 International OEM parts and related services

Final Audit Report

2024-10-23

| | |
|-----------------|---|
| Created: | 2024-10-17 |
| By: | Joel Burzynski (burzynskij@mydelraybeach.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAaCADw8DTg64oF0gBtJmPK3VQ0DoIfhLU |

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-  Document created by Joel Burzynski (burzynskij@mydelraybeach.com)
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-  Document emailed to Eugene Bitteker (BittekerE@mydelraybeach.com) for signature
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-  Email viewed by Eugene Bitteker (BittekerE@mydelraybeach.com)
2024-10-18 - 11:47:07 AM GMT
-  Document e-signed by Eugene Bitteker (BittekerE@mydelraybeach.com)
Signature Date: 2024-10-18 - 11:49:23 AM GMT - Time Source: server
-  Document emailed to Laura Thezine (thezinel@mydelraybeach.com) for signature
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-  Email viewed by Laura Thezine (thezinel@mydelraybeach.com)
2024-10-22 - 1:04:37 PM GMT
-  Email viewed by Laura Thezine (thezinel@mydelraybeach.com)
2024-10-23 - 3:53:09 PM GMT
-  Document e-signed by Laura Thezine (thezinel@mydelraybeach.com)
Signature Date: 2024-10-23 - 3:54:05 PM GMT - Time Source: server
-  Agreement completed.
2024-10-23 - 3:54:05 PM GMT